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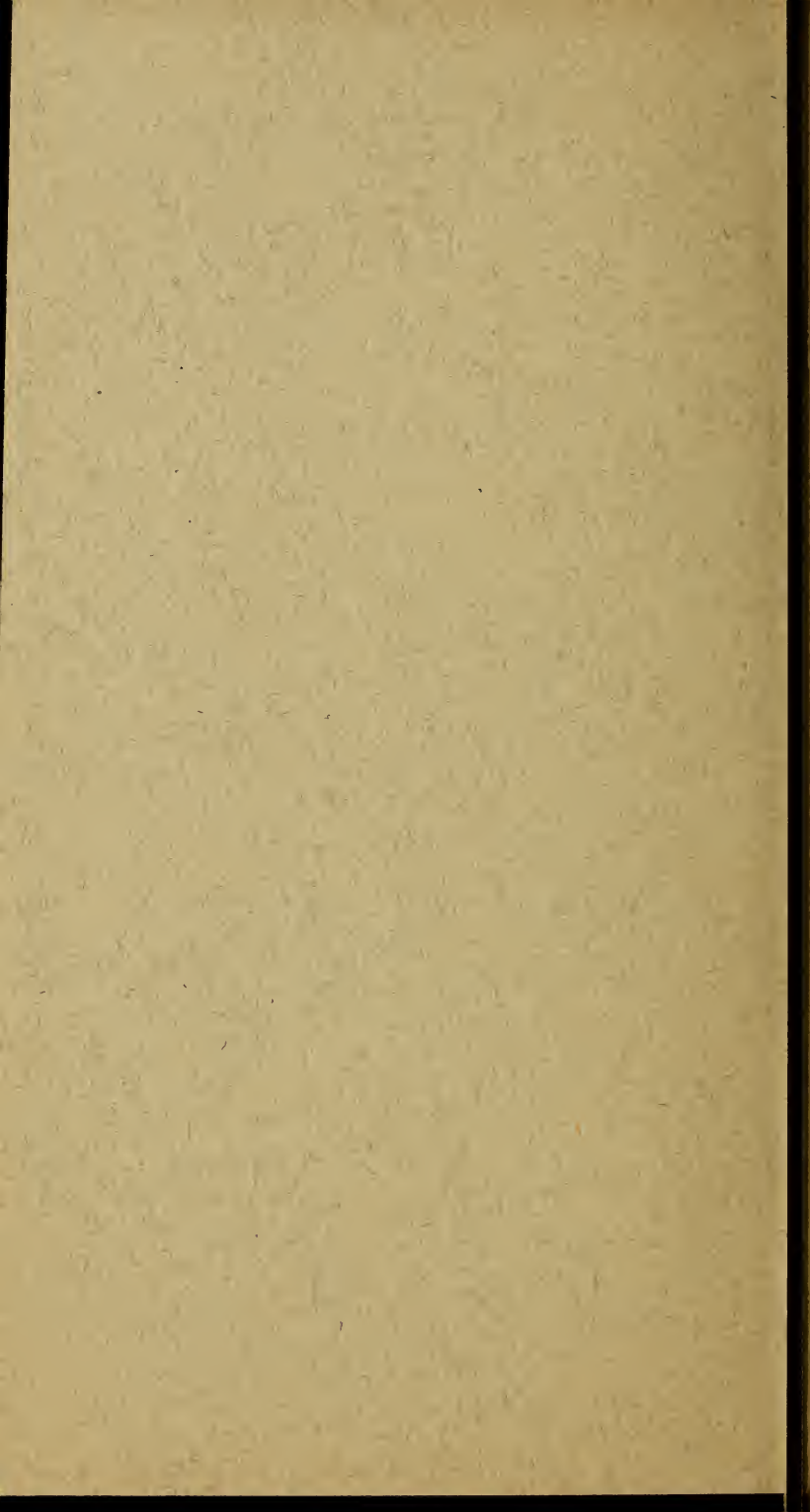
STATE OF NEBRASKA

**Employment and Certification
of Teachers**

COMPLETE RULES

1913

STATE DEPARTMENT OF EDUCATION



STATE OF NEBRASKA

*Employment and
Certification of Teachers*

COMPLETE RULES
1913

JAMES E. DELZELL
*State Superintendent of Public Instruction
Lincoln, Nebraska*

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“Do right and fear not.”—Bruce Barnes.

STATE OF NEBRASKA
DEPARTMENT OF PUBLIC INSTRUCTIONS

LINCOLN

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“Patient endurance attaineth to all things.”
—Longfellow.

PREFACE

A word of explanation in regard to the rules and regulations as contained in this bulletin seems necessary for the encouragement of a careful perusal of its pages.

The city certification law as prepared by Former State Superintendent Crabtree and the rules and regulations formulated by him and his committee have been put in force in such a manner that no detriment has come to any progressive teacher. A few slight changes have been made by the committee on city certificates. The county superintendents have recommended some few revisions in the rules and regulations governing county certificates. These changes have been made in order that the rules may be more equitable for the teachers in all sections of the state.

We are anxious that progressive teachers take an active interest in all professional work. Such teachers are the ones who are promoted by the force of their active interest in the best methods of education. Hence, this booklet will be of interest to any one who has the correct vision of the teacher's place in the training of citizens of the highest type.

Sincerely yours,

JAS. E. DELZELL,
State Superintendent.

EMPLOYMENT OF TEACHERS

I. QUALIFIED TEACHERS.

(a) In general: No person shall be accounted a qualified teacher, within the meaning of the law, who has not a certificate in force. School Laws, Sec. 1, Subd. IX.

A school board cannot make a contract that will bind the district with a teacher who does not hold a valid certificate, and members of the board will be personally liable to the district for money paid to a teacher who is not legally qualified. 13 Neb. 52.

(b) In high school districts (Subd. VI.): No person shall be granted a certificate to teach in the high school department of any high school district who is not a graduate from a regular four year course of a college or university or a graduate of the advanced course of a standard normal school, or who does not hold a professional state certificate obtained from the state superintendent on examination. See School Laws, Sec. 17, Subd. IXa.

No person shall be eligible to teach in the grades below the high school department in any high school district who does not hold at least a county second grade certificate or the equivalent. See School Laws, Sec. 18, Subd. IXa.

(c) In cities (Subd. XIV): No person shall be elected to a position in any city school as teacher, principal, supervisor, or superintendent who does not hold the legal city certificate entitling him to teach in the grades or subjects to which elected. School Laws, Sec. 19, Subd. XIV.

II. ELECTION OF TEACHERS.

Superintendent: The board of education may at any regular meeting elect one superintendent of public instruction, at such salary as the board may deem best, and they may enter into contract with him for a term of not to exceed three years.

Teachers: The election of superintendent and teachers shall be by ballot, and no person shall be declared elected except he receive the vote of the majority of all members of the board. See School Laws, Sec. 8, Subd. XIV.

Note 1: It is held that the board of education is a continuous body and may elect teachers at any time. It is urged that they do this not later each year than the regular meeting in May.

Note: It is held that no teacher, principal or superintendent can be legally employed in districts organized under Subdivisions VI and XIV, except on a formal election at a meeting of the school board.

Note 3: School officers are urged to make the tenure of the teacher's office more permanent. In many states one election is sufficient during satisfactory service, and is terminated only by reasonable notice by either party.

III. CONTRACTS WITH TEACHERS.

(a) **Legal contract:** A legal contract cannot be made with a teacher who is not properly qualified. Members of the board should see the applicant's certificate, as it is a necessary evidence of qualification. The contract should be signed on the part of the district by the president and secretary of the board of education and by the teacher. It should be made out in duplicate and specify the wages per month, the length of term, and the duties to be performed. However, a contract need not be in writing, provided it can be proved that the teacher was elected by the board, that he was notified of such election and clearly indi-

cated his acceptance. See Decisions, Sec. 11, Subd. IV, School Laws.

(b) Violation of contract: Either party violating the provisions of a teacher's contract would be answerable in damages to the aggrieved party. In case a teacher breaks a contract the board has a right of action on the original contract and may maintain: (1) A suit to obtain damages for loss sustained by the breach; (2) a suit to obtain specific performance of the contract by the teacher. Or, if the court were to find it difficult to assess damages, or should fail to enforce a specific performance because it cannot supervise or insure its execution, they could, by injunction, enforce the promise not to teach elsewhere during the time covered by the injunction. See Clark on Contract, 702.

IV. DISCHARGE OF TEACHERS.

(a) By action of the board: A school board has the right to discharge a teacher for cause. The only course then open to the teacher is an action for damages, and the question of drawing pay for the full time of the contract would be determined by process of law. See Decisions, Sec. 11, Subd. IV, School Laws.

(b) By revocation of certificate: The revocation of the certificate shall terminate the employment of a teacher in the school where he or she may be employed. Only the authority granting a certificate has the power to revoke it and then only for such cause as would have required such authority to refuse to grant it if known at the time. No certificate shall be revoked without due notice from the proper authority, and an opportunity given the teacher to explain or defend his or her conduct. School Laws, Sec. 13, Subd. IXa.

CERTIFICATION OF TEACHERS

Requirements for County Certificates

I. FIRST GRADE COUNTY CERTIFICATE.

1. Valid in county where granted and for two or three years.

2. Based on second grade branches and requires satisfactory grades in algebra, botany, geometry, and physics.

3. Twelve weeks' normal training in college, university or normal school, junior normal school or Nebraska approved high school, or one or more years' successful experience as a teacher.

Note: For all credential purposes the county first grade and the state second grade (elementary) are considered equivalent. County certificates are not valid in schools governed by Subd. XIV.

II. SECOND GRADE COUNTY CERTIFICATE.

1. Valid in county where granted and for one or two years.

2. Based on third grade branches and requires satisfactory grades in civil government, bookkeeping, blackboard drawing, theory and art of teaching, and elements of agriculture.

3. Eight weeks' normal training in college, university or normal school, junior normal school, or Nebraska approved high school, or one or more years' experience.

III. THIRD GRADE COUNTY CERTIFICATE.

1. Valid in county where granted not to exceed one year.

2. Based on examination in orthography, reading, penmanship, geography, arithmetic, physiology and hygiene, English composition, mental arithmetic, English grammar, and United States history.

3. No normal training or teaching experience required.

4. No person shall teach more than one school year on a third grade certificate.

5. A third grade certificate shall not extend beyond July 1 following its issuance.

IV. EMERGENCY CERTIFICATE.

1. In emergencies arising from a scarcity of teachers.

2. Granted only by state superintendent on recommendation of county superintendent.

3. Good in specified district for a specified term of school.

4. Holder must attend examinations and write on at least two subjects at each regular examination until certificate is earned.

V. TEMPORARY PERMIT.

1. Granted by county superintendent.

2. Good until the result of the next regular examination is known.

3. No person may receive more than one permit.

4. Form for permit.

Temporary Permit.

This certifies that I believe.....
has the necessary qualifications to teach and
that I hereby give.....permission to teach
in district.....of.....
county until the results of the next regular ex-
aminations are received. This permit becomes
invalid at once if the holder fails in the exam-
ination.

Date.....

.....
County Superintendent.

ISSUANCE OF COUNTY CERTIFICATES.

A certificate shall take the date on which it is filled out and issued by the county superintendent.

County superintendents should report to the state superintendent all certificates issued, on or before the first day of the following months: February, April, June, August, October, December.

EXAMINATION FOR CERTIFICATES.

1. Examinations shall be held on the third Friday and following Saturday of each of the months of November, January, March and May; and upon the special request of five or more county superintendents, at such other times as the state superintendent shall direct, provided such request is made at least thirty days in advance. There shall be one special examination on the last Thursday and following Friday of July each year. Other special dates may be fixed by the state superintendent.

2. Examinations shall be conducted by the county superintendent or other person named by him at the county seat, and at such other places as may seem best to the state superintendent. Institutions authorized by law to grant state certificates may also be designated to conduct examinations for county certificates, and shall report such examinations direct to the state department.

3. The packages of questions shall not be opened until the day for their use and then in the presence of the class at the hour for beginning the examination.

4. All answers must be written in ink, on one side of the paper only, using material supplied by the examiner. The name of the county, the date of the examination, the name of the

subject, and the number of the applicant must appear on each answer sheet.

5. All written work should be in clear and concise language. A complete solution of all problems in arithmetic and algebra should be submitted.

6. Answers must be numbered in the middle of the page to correspond with the questions. Carelessly written or illegible manuscripts should not be handed in as they cannot receive full credit.

7. No applicant shall leave the room or communicate with any other applicant, or with any visitor, except by permission of the one in charge of the examination.

8. Each applicant must avoid even the appearance of receiving aid of any kind, as the use of any books, notes, memoranda, or helps of any description is strictly forbidden.

9. Collusion or dishonesty on the part of any applicant will invalidate not only his own paper but that of the person rendering the assistance. Each applicant must protect the integrity of his own manuscript.

10. An applicant may write on one or more subjects at any examination, but it is recommended that no applicant write on more than five subjects on any examination day.

11. The conductor of an examination must see that each manuscript handed in bears the writer's correct examination number, and that manuscripts are grouped by subjects and a correct tally made to accompany the examination papers.

Note: Failure to follow this rule will cause extra correspondence and delay in reporting grades.

12. At the close of the examination all manuscripts must be forwarded at once prepaid to the state superintendent for examination, mark-

ing, filing, and recording. Papers not promptly received will not be graded until a satisfactory explanation of the delay is furnished. The record of the standings of each applicant will be reported within thirty days to the county superintendent or institution where examination was given.

13. All papers are marked on the scale of 100 per cent. The minimum for a third grade certificate is an average of 70 with no grade below 60; for the second grade an average of 75 with no grade below 65; for a first grade an average of 80 with no grade below 70 in any subject. A certificate having an average of 85 with no grade below 80 may be designated a "With Credit" certificate; one having an average of 90 with no grade below 85 a "With Honor" certificate. These minimums cannot be decreased but may be increased by the county superintendent for his county.

14. Within ten-days after receiving the report the county superintendent shall notify each applicant of the result of the examination. Answer papers cannot be returned to the applicant, but will be kept on file at the state department for thirty days after the report is made to the county superintendent for purposes of review when necessary.

Note: In case of error in report of grades, notify state department at once, so correction can be made while the papers are available for reference.

15. Conductors of examinations must adhere strictly to the following program:

First Day, a. m. Bookkeeping, civil government, orthography, mental arithmetic, penmanship.

First Day, p. m. Elements of agriculture, physiology and hygiene, blackboard drawing, English composition, theory and art of teaching.

Second Day, a. m. Algebra, geometry, reading, arithmetic.

Second Day, p. m. Botany, physics, geography, United States history, English grammar.

REISSUING CERTIFICATES.

1. By law not more than one permit to teach until the results of the next regular examination are received can be granted by the county superintendent to the same person. The emergency certificate will only be issued in case of a scarcity of teachers. A third grade certificate cannot be reissued.

2. A second grade certificate, below the "With Credit" requirements, may be reissued if the holder registers and earns passing grades in at least three subjects below 80, if there be that many below, and passes the * required test in professional work; or earns a passing grade in one first grade subject and passes the * required test in professional work.

3. A second grade "With Credit" or "With Honor" certificate earned and issued on or before July 1, 1912, may be reissued if the holder registers and passes the * required test in professional work. A second grade "With Credit" or "With Honor" certificate issued after July 1, 1912, may be reissued if the holder registers and secures a passing grade in † one first grade subject and passes the * required test in professional work, or presents satisfactory credits for eight weeks' work in an approved school.

4. A first grade certificate, below "With Credit" requirements, may be reissued if the holder registers and earns passing grades in at least four subjects below 80, if there be that many below, and passes the * required test in professional work; or earns passing grades in one state certificate subject and passes the * required test in professional work.

* See * next page.

† See † next page.

14 *Transferring Certificate Grades*

5. A first grade "With Credit" or "With Honor" certificate earned and issued on or before July 1, 1912, may be reissued if the holder registers and passes the * required test in professional work. A first grade "With Credit" or "With Honor" certificate issued after July 1, 1912, may be reissued if the holder registers and secures a passing grade in † one state certificate subject and passes the * required test in professional work, or presents satisfactory credits for eight weeks' work in an approved school.

*The required test in professional work shall be a passing grade in an examination given by the state superintendent in the reading circle work for one year during the life of the certificate to be reissued, as set forth on page 10 of the reading circle bulletin for 1912-1913; or in lieu thereof passing grades in the five essentials, or satisfactory credits for eight weeks' work in an approved school, or five hours college work during life of certificate to be renewed, approved by the county superintendent. Other requirements of the county superintendent in professional work must be complied with.

†In lieu of this one advanced subject, passing grades in the five essentials will be accepted, upon recommendation of the county superintendent, if a passing grade has been earned in the reading circle work.

TRANSFERRING CERTIFICATE GRADES.

1. If an applicant has completed the examination for a desired certificate and wishes to have the certificate issued in another county, he must register in the new county, pay the regular fee, and secure an examination number. The county superintendent may then request the record of the applicant to be transferred to his county by the state department. He may then issue the certificate or make such examination requirements as may be proper before issuing it.

2. If the applicant desires to complete his examination in another county he must register as above. The superintendent of the new county may then request all grades already earned to

be transferred to his county by the state department and then make the additional legal requirements.

3. If the holder of an unexpired certificate wishes it transferred he must register in the new county as above. The county superintendent may then request the record of the applicant to be transferred by the state department and issue the certificate. The new certificate must not in any case be extended beyond the date for the expiration of the original certificate.

4. If candidate has a number in county to which his record is to be transferred, no extra charge will be made for transfer.

A transfer does not exhaust examination and certification rights on number on which transfer is made.

5. The transfer of a candidate's record from one county to another terminates all examination rights on registrations made in the county from which the record is transferred, prior to the time of transfer.

6. The holder of a county certificate granted by another state desiring recognition in Nebraska must register as above. The Nebraska county superintendent may request that all grades of 80 or above, if earned before a state examining board, be recorded by the state department and require the applicant to pass examination in all subjects below 80 included in the desired certificate. If the grades were not earned before a state examining board, all grades of 80 or above in the non-essentials will be accepted, and the applicant must take examination in the five essentials, viz: arithmetic, reading, history, geography, and grammar, and in all other subjects included in the desired certificate for which no grades are given.

RECOGNITION OF CREDENTIALS FOR CERTIFICATES.

1. To receive recognition for the completion of the normal training course of a recognized high school, the applicant must be a graduate of the high school with not less than 28 university entrance credits and have completed the normal training course as prescribed by the state superintendent. He may have his university grades allowed for a county certificate on the following subjects with scope of work as indicated: Algebra (3), botany (1), geometry (2), physics (2), agriculture (1), English (4), civics (1), physiology (1), and bookkeeping (1). Grades in the foregoing subjects may be placed upon the county superintendent's record only when certified to him by the state superintendent. Passing grades in all other certificate subjects must be secured on examination. The county superintendent may then issue a second grade certificate for one year. After one year's successful teaching the applicant may register and receive a first grade county certificate if his grades meet the required standards.

2. To have a second grade state (elementary) certificate, issued by a standard Nebraska college, university or normal school, recognized in any county, the holder must have it recorded with the county superintendent, paying the fee as required by law.

The holder of a second grade (elementary) state certificate may receive a first grade county certificate by earning passing grades on examination in the five essentials, viz., reading, geography, grammar, arithmetic, and history, and in all other subjects for which no grades are given.

The grades in the other required subjects will be accepted and made state grades upon the approval and request of the county superintendent of the proper county. These grades must be re-

ported to the state superintendent and certified by him to the county superintendent before they may be placed on county records.

3. To have a first grade state certificate, issued by a standard Nebraska college, university or normal school recognized in any county, the holder must have it recorded with the county superintendent, paying the fee as required by law.

4. To receive recognition for a diploma from an advanced course of a standard normal school in another state the holder must register for examination in the regular manner. The county superintendent may then supply "A" or passing grades to be recorded by the state department and issue a first grade county certificate.

5. To receive recognition for a college or university degree the holder must register for examination in the regular manner and furnish evidence of at least one year's successful experience in teaching, or evidence of twelve college hours in education. The county superintendent may supply "A" or passing grades to be recorded by the state department, then issue a first grade county certificate.

6. No grade should be placed on county superintendent's record until it has been certified to him by the state department.

7. To receive recognition for a college or university degree without a year's experience and without the required professional work, the holder must register in the regular manner and secure passing grades in at least all third grade branches. The county superintendent may then issue the regular third grade county certificate. At the end of one year's experience Rule 5 will govern.

8. To receive recognition for any grade of city state certificate the holder must register in the regular manner. The county superintendent

ent may, if the certificate is then in force, request the proper transfer of grades to be made by the state department and issue a county certificate.

VALIDITY OF CERTIFICATES.

1. The county superintendent's permit to teach until the results of the next regular examination are received is valid only in a specified district of the county where issued.

2. The emergency certificate granted by the state superintendent is valid in a specified district for a specified term of school, the holder being required to attend teachers' examinations and write on such subjects as the county superintendent may direct.

3. The third grade county certificate is valid in the county where granted and for a term not to exceed one year from date of issuance.

4. The second grade county certificate is valid in the county where granted for a term of not less than one nor more than two years from the date of issuance, at the discretion of the county superintendent.

5. The first grade county certificate is valid in the county where granted for a term of not less than two nor more than three years from the date of issuance, at the discretion of the county superintendent.

6 The second grade (elementary) state certificate is valid for a term of not less than one nor more than three years, at the discretion of the county superintendent of the county in which the holder shall teach, on condition that the legal recording fee has been paid.

7. The first grade state certificate, if legally recorded, is valid in any county in the state for a term of three years from the date of issuance.

8. The professional state certificate, if legally recorded, is valid in any county in the state for

life, provided the holder does not permit three years to lapse without following some educational pursuit. To restore it to validity a new certificate must be issued by the state superintendent.

9. To avoid confusion and secure uniformity in the expiration of certificates the word "year" is construed to mean the school year, and all county certificates should be made to expire on the date of July 1. Illustration: A certificate issued in November good for one year should expire on July 1 following. If good for two years it should expire one year from the following July 1.

Note: A certificate is valid in county where granted during life of certificate regardless of transfer of grades.

Note: The above certificates are not valid in schools governed by Subd. XIV of the School Laws. For their use as credentials to obtain city certificates, see rules on recognition for city state certificates.

FEES AND REGISTRATION.

1. The holder of a state certificate—second grade (elementary), first grade, or professional—shall, before he begins to teach in any county, have the same recorded in the office of the county superintendent of such county and pay the legal fee of one dollar into the institute fund of such county.

2. Each applicant who is examined for a county certificate shall pay one dollar and fifty cents to the county superintendent, one dollar of which goes to the teachers' institute fund and fifty cents to the state superintendent to defray the expense of examination.

3. To register for an examination the applicant must fill out the enrollment blank, pay the fee of \$1.50, and secure an examination number from the conductor. For the purpose of identification this number, and not the name of the ap-

plicant, must appear on every answer manuscript submitted.

4. When the examination is taken at an institution designated by the state superintendent the applicant shall pay a fee of fifty cents only, to be forwarded by the conductor to the state superintendent. This registration and examination number shall convey no examination or certificate rights elsewhere. The grades earned may be transferred to any county in the regular way.

5. Should an applicant feel that an error has been made he may have his manuscript re-examined by a competent disinterested person, provided he forwards a fee of fifty cents for each subject complained of to pay for re-examination and tracing of error. Should an error in his favor be discovered in marking any subject, the fee for re-examination of such subject will be refunded, and the error corrected.

6. A registration entitles the applicant to write once on all subjects required for a county certificate of any grade, provided he writes on each subject in the list for the desired certificate before he is permitted to register for a new examination number.

7. On a new registration the applicant may receive credit for all passing grades earned on a previous registration.

8. The issuance of a certificate to a candidate will terminate the rights on registrations made prior to the date of granting the certificate.

9. When writing on a subject on which he has failed to secure a passing grade the applicant must satisfy the county superintendent that he has made additional preparation since the last failure.

Note: The fee for the emergency certificate is the same as for county certificate and entitles the applicant to take the prescribed examinations.

Requirements for City State Certificates

CLASSES: Kindergarten, Primary, Grammar, High School, Special Supervisor, Superintendent.

GRADES OF EACH CLASS: Second Grade, First Grade, Professional.

PREPARATION FOR EACH GRADE:

I. ACADEMIC SUBJECTS—List A: Rhetoric, Literature, Geology, Physical Geography, Zoology, General History, Chemistry, and Trigonometry.

II. PROFESSIONAL SUBJECTS—List B: Psychology, Child Study, School Hygiene, Theory of Education, School Management, History of Education, Industrial Education, and Moral Education.

III. SPECIAL METHODS: Kindergarten, Primary, Grammar, High School Departments.

IV. EXPERIENCE: Training School and Public School.

Note: The above points are stated for reference purposes, and the following outline covers the work necessary to earn a city certificate by examination. It also indicates the work that must be covered by credentials submitted to secure a certificate without examination.

KINDERGARTEN CERTIFICATE**I. Second Grade. Good for one year.**

1. Academic—Not less than a county first grade, or graduation from a four year accredited high school and a second grade county certificate.
2. Professional—Psychology.
3. Experience—One year in kindergarten training school, or one year as kindergarten cadet.

II. First Grade. Good for three years.

1. Academic—Second grade kindergarten and three subjects from List A.
2. Professional—Second grade and two additional subjects from List B.
3. Experience—Second grade and one year's teaching.

III. Professional. Good for life.

1. Academic—First grade kindergarten and two additional subjects from List A.
2. Professional—First grade and two additional subjects from List B.
3. Special—First grade and thesis on kindergarten topic to be prepared under direction of a recognized institution, or the state department.
4. Experience—First grade and two additional years' teaching.

PRIMARY CERTIFICATE.

I. Second Grade. Good for one year.

1. Academic—Not less than a county first grade, or graduation from a four year high school and a second grade county certificate.
2. Professional—Psychology.
3. Special—Primary methods, eight weeks' credit or examination.
4. Experience—A year in primary training school or two years' teaching.

II. First Grade. Good for three years.

1. Academic—Second grade primary and four subjects from List A.
2. Professional—Second grade and three additional subjects from List B.
3. Experience—Second grade and one year's teaching.

III. Professional. Good for ilfe.

1. Academic—First grade primary and two additional subjects from List A.
2. Professional—First grade and two additional subjects from List B.
3. Special—First grade and thesis on primary topic, to be prepared under direction of a recognized institution, or the state department.
4. Experience—First grade and two additional year's teaching.

GRAMMAR CERTIFICATE.**I. Second Grade. Good for one year.**

1. Academic—First grade county and one subject from List A.
2. Professional—Psychology and school management.
3. Special—Grammar methods, eight weeks' credit or examination.
4. Experience—A year in training school or two years of teaching.

II. First Grade. Good for three years.

1. Academic—Second grade grammar and three additional subjects from List A.
2. Professional—Second grade and three additional subjects from List B.
3. Experience—Second grade and one additional year's teaching.

III. Professional. Good for life.

1. Academic—First grade grammar and all subjects from List A.
2. Professional—First grade and all subjects from List B.
3. Special—First grade and thesis on grammar topic, to be prepared under direction of a recognized institution, or the state department.
4. First grade and two additional years' teaching.

Note: A grade or department supervisor must hold the professional certificate of the class which includes the work to be supervised.

HIGH SCHOOL CERTIFICATE.

I. Second Grade. Good for one year.

1. Academic—First grade county and all subjects from List A and the equivalent of *eight college hours above the four year high school in the department for which certificate is desired.
2. Professional—Psychology and school management.
3. Experience—A year in training school or one year's teaching.

II. First Grade. Good for three years.

1. Academic—Second grade high school.
2. Professional—Second grade and three additional subjects from List B.
3. Experience—Second grade and one additional year's teaching in high school.

III. Professional. Good for life.

1. Academic—First grade high school.
2. Professional—First grade and all subjects from List B.

*The eight college hours shall be above the following minimum high school requirements: Botany, 1 semester; chemistry, 1 semester; English, 3 years; German, 2 years; history, 2 years; Latin, 4 years; mathematics, 2 years; physics, 1 year. Other subjects will require eight hours above the standard high school requirements.

3. Special—First grade and thesis on high school topic, to be prepared under direction of a recognized institution.
4. Experience—First grade and two additional years' teaching in high school.

Note: See notes 1 and 2 on page 32.

SPECIAL SUPERVISOR CERTIFICATE.

Graduation from a recognized special training school shall be accepted in lieu of Requirements 1, 2 and 3, in each grade of certificate. For a professional certificate three years' experience is required. The holder of an emergency certificate must meet Requirement 2—graduation from a standard college assumed as academic preparation for all higher certificates.

I. Second Grade. Good for one year.

1. Academic—Not less than a county first grade, or graduation from a four year high school and a second grade county certificate.
2. Professional—Psychology.
3. Special—Methods for the departments for which certificate is desired.
4. Experience—One year in departmental training school or conservatory, or the equivalent.

II. First Grade. Good for three years.

1. Academic—Second grade supervisor and one subject from List A.
2. Professional—Second grade and two additional subjects from List B.
3. Special—Second grade.
4. Experience—Second grade and one year's teaching and supervising department.

III. Professional. Good for life.

1. Academic—First grade supervisor and two additional subjects from List A.
2. Professional—First grade and two additional subjects from List B.
3. Special—First grade and thesis on departmental topic, to be prepared under direction of a recognized institution.
4. Experience—First grade and two additional years' teaching.

Note: The departments are Music, Manual Training, Domestic Science, Physical Education, Commercial and Art.

SUPERINTENDENT CERTIFICATE.

I. First Grade. Good for three years.

1. Academic—High school professional certificate.
2. Professional—High school professional certificate.
3. Special—Two and one-half hours' college credit in each of the following: Supervision of instruction and sanitation.
4. Experience—One year as principal of a school employing at least four teachers, exclusive of the principal.

II. Professional. Good for life.

1. Academic—First grade superintendent certificate.
2. Professional—First grade superintendent certificate.
3. Special—First grade superintendent and thesis on school organization and administration.
4. Experience—First grade and two additional years as principal or superintendent.

Note 1: Experience as a county superintendent shall be considered equivalent in every way to experience as a high school principal or superintendent.

Note 2: The thesis or paper shall be prepared under the direction of a recognized institution, and properly reported to the state superintendent.

ISSUANCE OF CITY STATE CERTIFICATES.

City certificates shall be granted as state certificates, under rules prescribed by the state superintendent of public instruction, and such certificates shall consist of six general classes as follows: (1) Kindergarten, (2) primary, (3) grammar, (4) high school, (5) special supervisor, and (6) superintendent. School Laws, Sec. 5, Subd. IXa.

The rules are given under the following heads, and have the force of law: Examination for Certificates; Reissuing Certificates; Recognition of Credentials for Certificates; Validity of Certificates; Fees and Registration.

EXAMINATION FOR CERTIFICATES.

1. There shall be four regular examinations yearly in November, January, March and May and a special in July as arranged for county certificates, and such other special examinations as shall be thought advisable by the state superintendent.

2. These examinations shall be held in all cities whose schools are governed by Subd. XIV of the School Laws, unless it is found advisable to hold them at the county seat. They shall be conducted by the county superintendent, the city superintendent, or other person designated by the state superintendent.

3. The examination shall be conducted, and the manuscripts collected and forwarded to the state department in the same manner as those of the uniform county examinations.

4. All manuscripts shall be graded and the records kept and reports made in the same manner as for the uniform county examinations. The passing grade is 80.

5. The first grade county certificate, or state second grade (elementary) certificate, or the equivalent, will be taken as the minimum aca-

ademic basis or foundation of all city state certificates.

6. Examinations may be taken in the required professional (List B) branches for each of the grades of the various classes of city certificates; or the grades earned in the standard normal school, college or university may be accepted instead, provided they meet the following minimum requirements: Psychology 5 hours, child study $2\frac{1}{2}$ hours, history of education 5 hours, industrial education $2\frac{1}{2}$ hours, moral education (ethics) $2\frac{1}{2}$ hours, school hygiene $2\frac{1}{2}$ hours, school management (including observation, methods and principles of education) 5 hours, theory of education 5 hours.

7. To secure a city state certificate by examination the applicant must pass in all the academic (List A) subjects required in the outline for the desired grade of certificate. No credits in academic subjects earned in an institution will be accepted unless the applicant is a graduate of the institution.

8. To secure certification to teach in a desired department of high school work, the applicant must show evidence of at least eight college hours' credit (above high school course) in the work of the department. See * page 25.

REISSUING CERTIFICATES.

1. The provision of the law relative to teachers employed by city boards for the school year 1910-1911 is met by validation of certificates in force at the time the law was passed, making such certificates serve as city state certificates under existing restrictions as to duration and place.

2. A second grade city state certificate may be reissued on (1) the completion of the professional work and satisfactory credits for eight weeks' work in an approved school, or (2) upon passing examination in at least one subject

counting toward a first grade city certificate and the completion of the required professional work.

3. A first grade city state certificate may be reissued (1) on the completion of the professional work and satisfactory credits for eight weeks' work in an approved school, or (2) upon passing examination in at least two subjects counting toward a professional certificate, and the completion of the required professional work.

4. A professional city certificate shall lapse if the holder permits three years to pass without following some educational pursuit.

RECOGNITION OF CREDENTIALS FOR CERTIFICATES.

1. First Grade County Certificate.

A first grade county certificate will be accepted as **academic** preparation for the city kindergarten and primary second grade certificate. It will be accepted as professional preparation only so far as the experience of the holder will justify.

2. Second Grade (Elementary) State Certificate.

A second grade (elementary) state certificate will be accepted as **academic** preparation for the city kindergarten and primary second grade certificate. It will also be accepted as **professional** preparation for such certificate as the professional instruction received will justify.

3. First Grade State Certificate.

(a) A professional state certificate, based on standard normal school will be accepted as a satisfactory basis in every respect for the issuance of the city certificate of the corresponding class.

(b) A first grade state certificate issued by the University of Nebraska or a Nebraska standard college or university, will be accepted as a satisfactory basis in every respect for the issuance of the city certificate of the corresponding class.

4. Professional State Certificates.

(a) A professional state certificate, based on examination, will be accepted as **academic** preparation for a city certificate of any class, provided that for the high school the holder must show academic knowledge of at least one year in advance of that for which certification to teach is desired. It will be accepted as **professional** preparation only so far as the experience of the holder will justify.

(b) A professional state certificate, based upon graduation from a standard normal school, will be accepted as **academic** preparation for a city certificate of any class, provided that for the high school the holder must have had academic instruction of at least one year in advance of the subject for which certification to teach is desired. It will be accepted as **professional** preparation for such class of city certificate as the professional instruction received or the experience of the holder will justify.

(c) A professional state certificate based on graduation from a standard college or university requiring four years' work above a four year high school course will be accepted as **academic** preparation for a city certificate of any class. It will be accepted as **professional** preparation for such class of city certificates, or for such departments in the high school as the professional instruction received or the experience of the holder will justify.

5. College Graduation.

A second grade city state certificate may be granted to the graduate of a college or university who has had one year of successful teaching experience or twelve hours in education.

6. Experience in Teaching.

On the high school certificate, experience in teaching a given subject may be accepted as evidence of academic preparation in that sub-

ject The applicant must submit satisfactory evidence of two semesters' successful teaching to entitle him to one semester's academic or college credit in the desired subject. If teaching within Nebraska, his work must be approved by the inspector of accredited schools for the University of Nebraska or by the inspector of normal training for the state department.

Note 1: The high school departments are: English, Latin, German, Greek, French, History, Mathematics, Commerce, Political Science, Biological Science, Physical Science and Normal Training.

Note 2: The principal of a high school in which the city superintendent devotes less than half his time to teaching must hold at least the first grade high school certificate. If the principal does no teaching he must have the superintendent certificate.

Note 3: A standard normal school is one whose requirements for graduation are based on the completion of the four year high school course above the eighth grade and two years' additional work, including a thorough review of the common branches and training in a practice school.

Note 4: A standard college or university is one whose requirements for graduation are based on the completion of the four year high school course above the eighth grade and the completion of 125 semester hours in which the number of class hours shall not exceed 20 a week.

VALIDITY OF CERTIFICATES.

1. **For how long valid:** The second grade city certificate of any class shall be good not to exceed one year. The first grade certificate of any class shall be good not to exceed three years. The professional certificate of any class shall be good for life, provided that the holder meets the conditions of Rule 4 under reissuing certificates.

2. **In what place valid:** City certificates are compulsory in all cities whose schools are governed under the provisions of Subd. XIV. City certificates are valid in all graded schools organized under Subd. VI, provided they are recorded with the county superintendent. They may be

recorded for use in schools organized under Subd. III, for the subjects shown on the certificates.

3. In what grades valid: A kindergarten certificate shall entitle the holder to teach in the kindergarten and in the first and second grades. A primary certificate shall entitle the holder to teach in any grade from the first to the sixth, inclusive. A grammar certificate shall entitle the holder to teach in any grade from the third to the eighth, inclusive. A high school certificate shall entitle the holder to teach in the seventh and eighth grades and in the subjects in the high school for which the certificate is granted. A special supervisor certificate shall entitle the holder to teach and supervise the subjects for which it is granted in all grades and in the high school. A superintendent certificate shall entitle the holder to supervise a city high school, or a system of city schools, and teach in the high school.

FEES AND REGISTRATION.

1. Each applicant for a city state certificate shall pay a fee of one dollar to the state superintendent to defray the expense of examination and the cost of issuing the professional certificate. The fee must accompany the application. An additional fee of one dollar is required for each second or first grade city state certificate issued.

2. To register for an examination the applicant must fill out the enrollment blank, pay the fee of one dollar, and secure an examination number from the conductor. This number, for the purpose of identification, must appear on every answer manuscript submitted. A county certificate number must not be used for life and city certificate subjects.

3. A registration entitles the applicant to write on all subjects required for a city certifi-

cate of any grade, provided the work is completed within three years from the date of such registration. A new number is necessary for each examination date, but no additional fee is required if the applicant is writing on a subject for the first time.

4. An applicant may have any manuscript re-examined for error in marking by the payment of fifty cents for each subject. In case an error in his favor is discovered the fee will be refunded and the error corrected.

5. City certificates are recorded in the state department when issued and no additional recording is necessary unless the holder desires to teach in a school governed by Subd. VI. In that event it must be recorded with the county superintendent and the legal fee paid.

6. Each teacher employed in a school under Subd. XIV shall pay an annual institute fee of one dollar to the city superintendent. This fee shall be deposited with the secretary of the board of education to be expended only for the purpose of maintaining a city teachers' institute under such regulations as may be prescribed by the state superintendent.

Note: The purpose of this rule is to develop a good system of city institutes.

EXAMINATION PROGRAM.

List A (Academic subjects).

First Day, a. m.—Chemistry, general history.

First Day, p. m.—English literature, plane trigonometry, zoology.

Second Day, a. m.—Geology, physical geography.

Second Day, p. m.—Psychology, rhetoric.

List B (Professional subjects).

Second Day, a. m.—Child study, history of education, industrial education, moral education, primary methods, grammar methods.

Second Day, p. m.—Psychology, school hygiene, school management, theory of education.

Requirements for Central State Certificates

CLASSES: Educational Institutions; State Superintendent of Public Instruction.

GRADES: Elementary or Second Grade; First Grade; Professional.

Note: General state certificates are not valid in schools governed by Subd. XIV of the School Laws. For their use as credentials to obtain city certificates, see rules on recognition for the city state certificate.

A. EDUCATIONAL INSTITUTIONS.

I. STATE NORMAL SCHOOLS AND RECOGNIZED SCHOOLS.

Elementary or Second Grade:

1. Completion of elementary course of Nebraska state normal or equivalent in approved Nebraska school.
2. Grades in all first grade county certificate subjects.
3. Certificates from approved schools signed by state superintendent.
4. Recorded with county superintendent.

Note: This certificate is equivalent to the first grade county for all credential purposes.

First Grade:

1. Graduation from Nebraska state normal higher course or equivalent in approved Nebraska school.
2. Certificates from approved schools signed by state superintendent.
3. Recorded with county superintendent.

Professional:

1. Graduation from Nebraska state normal higher course or equivalent in approved Nebraska school.

2. Three years' experience before graduation or two years after graduation, if from state normal school. Otherwise three years' experience.
3. Countersigned by state superintendent.
4. Recorded with county superintendent.

II. UNIVERSITY OF NEBRASKA AND RECOGNIZED COLLEGE OR UNIVERSITY.

First Grade:

1. Degree of B. A. or B. S. from University of Nebraska or a recognized Nebraska college or university.
2. Completion of University of Nebraska course for special training of teachers, or the equivalent in approved Nebraska college or university.
3. Recorded with county superintendent.

Professional:

1. Degree of B. A. or B. S. from University of Nebraska or a Nebraska college or university recognized on same basis.
2. Completion of University of Nebraska course for special training of teachers, or the equivalent.
3. Three years' experience teaching in the public schools.
4. Countersigned by state superintendent.
5. Recorded by the county superintendent.

RULES GOVERNING ISSUANCE.

General rules governing the issuance of state certificates by educational institutions are given under the following heads. Entrance Conditions; Graduation Requirements; Inspection and Approval.

Entrance Conditions.

1. No one can be legally admitted to a standard normal school on less than two years of high school training, or the equivalent of 15 high school credits.

2. Students are eligible to enter the teachers' training course of the standard normal on the completion of three years of high school work, or the equivalent of 22 high school credits.

3. For admission to the regular junior year of a standard normal school, the student must present 30 credits, which represent the completion of the four years' course of the Nebraska accredited high school.

4. Students are admitted to the lowest classes carried by the standard college or university on the completion of the course of the three years accredited high school, or the equivalent of from 22 to 27 high school credits.

5. Students are eligible to enter the freshman year of the standard college or university on presentation of 30 credits, which represent the completion of the four years' course of the Nebraska accredited high school.

Graduation Requirements.

1. To secure from the standard normal school the second grade or elementary state certificate, the student must have grades in all subjects required on the first grade county certificate and must have completed the teachers' training course. This certificate may be reissued on the

completion of 24 weeks' additional satisfactory work.

2. To secure from the standard normal school the first grade state certificate the student must have completed the four year course of an accredited high school, or its equivalent, and two years of advanced work embracing not less than 50 college hours' credit exclusive of drills and reviews.

3. The first grade state certificate issued by the standard normal school is converted into a professional certificate when countersigned by the state superintendent on evidence of at least three years' successful teaching experience on the part of the holder.

4. To secure from the standard college or university the first grade state certificate the student must have completed the four year course of an accredited high school, or its equivalent, and must have earned 125 college hours' credit, 15 of which must have been taken in education as required in the teachers' college of the University of Nebraska.

5. The first grade state certificate issued by the standard college or university is converted into a professional certificate when countersigned by the state superintendent on evidence of at least three years' successful teaching experience on the part of the holder.

Inspection and Approval.

1. All applications for certificates from approved normal schools must, by law, be passed upon and approved by the state board of inspectors. The state board of education has ruled that certificates and diplomas issued by the state normal schools must pass the same inspection.

2. The law requires that all applications for certificates from approved colleges and universities must secure the approval of the state board of inspectors. The regents of the University of Nebraska require applications for certificates from the Teachers' College to pass the same inspection.

3. As a further safeguard all certificates issued by educational institutions approved on the basis of the state normal schools must also receive the signature of the state superintendent of public instruction.

B. STATE SUPERINTENDENT.

Credentials from Another State:

1. Holder of a professional state certificate from another state, at discretion of state superintendent.
2. Recorded with county superintendent.

Normal School Credentials:

1. Diploma from state normal school of another state conferring the right to teach for life.
2. Recorded with county superintendent.

College or University Credentials:

1. Degree of B. A. or B. S. from standard college or university in Nebraska or any other state.
2. Holder of county first grade certificate.
3. Three years' successful teaching in Nebraska public schools.
4. Recorded with county superintendent.

By Examination:

Note: Rules governing registration and fees same as for city certificates. See page 33.
Examination program, p. 34.

1. Grades earned in chemistry, English literature, general history, geology, physical geography, plane trigonometry, psychology, rhetoric and zoology.

Note: After March 1, 1913, a candidate may earn a grade in general history by passing the examination in general history, ancient history, or medieval and modern history. The three lists of questions will be submitted.

2. Holder of county first grade certificate.
3. One year's experience teaching in Nebraska public schools.
4. Recorded with county superintendent.

Reciprocal Relations Established by the Salt Lake City Convention

The conference of the chief state school officers of the north-central and western states adopted the following principles governing the recognition of diplomas from standard colleges and universities situated in other states, and of certificates issued in other states.

Recognition of Diplomas and Certificates.

Diplomas or certificates subject to interstate recognition shall enjoy the same privileges as similar certificates or diplomas in the state wherein recognition is sought.

RECOGNITION OF CREDITS SECURED UPON EXAMINATION BY STATE AUTHORITIES.

Credits shall be accepted when secured in accordance with the following requirements:

- 1 Credits obtained by examination for the corresponding grade of certificate, provided the examination questions are prepared and answer papers graded by the state department of education, shall be accepted subject for subject. Provided: That the passing standing shall not be less than 80 per cent in any subject; provided further, that in determining the corresponding grade of certificate this recognition of credits shall apply to any certificate regardless of territorial restrictions in the state wherein the certificate was issued.

2. Equivalent credits for any subject or subjects may be accepted at the discretion of the proper authority of the state wherein recognition is sought.

3. Credits for successful experience may be allowed in accordance with the regulations in force in the state where recognition is sought.

RECOGNITION OF DIPLOMAS OR CERTIFICATES FROM STANDARD NORMAL SCHOOLS.

By a standard normal school is meant a school meeting the following requirements:

1. For entrance, four years' work above the eighth grade in an accredited secondary school.

2. For graduation therefrom, two years' additional work, including a thorough review of the common branches and training in a practice school.

3. The maintenance of a well equipped training school for observation and practice, such school to cover work in the eight elementary grades.

4. The total attendance in the secondary school and in the normal school shall be 216 weeks above the eighth grade, provided, that any normal school may accept satisfactory credits covering twenty weeks' work above the eighth grade.

RECOGNITION OF DIPLOMAS FROM STANDARD COLLEGES AND UNIVERSITIES.

A diploma from a standard college or university granted upon the completion of a 120 hour course including 15 hours in education shall be recognized.

Definition of a standard college or university. To be considered a standard college, all of the following conditions must be fully met:

1. The completion of a four year secondary course above the eighth grade shall be required for college entrance.

2. The completion of 120 semester hours shall

be required for graduation.

3. The number of class hours for the heads of departments and for students shall not exceed 20 a week.

4. A faculty properly qualified shall consist entirely of graduates of standard colleges and each head of a department shall hold at least a master's degree from a standard college or have attained eminent success as a teacher, which success shall be determined by the chief state school officer of the state in which the institution is located.

5. The library shall consist of at least 5,000 volumes, selected with reference to college subjects and exclusive of public documents.

6. The laboratory equipment shall be sufficient to establish efficient laboratories in all laboratory courses offered.

7. The means of support is defined as requiring a permanent endowment of not less than \$200,000, or an assured fixed annual income exclusive of tuition of at least \$10,000; provided that this requirement shall not be mandatory until five years after the institution has been recognized. The college must maintain at least seven separate departments or chairs in the arts and sciences. In case the pedagogical work of the institution is to be accepted for certification, the college must maintain at least eight chairs, one of which shall be devoted exclusively to education or at least to philosophy, including psychology and education. The head of each department shall, in no case, devote less than three-fifths of his time to college work.

Note: The rules governing the issuance of certificates in Nebraska carry out the above principles and suggestions.

44 *Standard Colleges and Normal Schools*

**STANDARD COLLEGES AND NORMAL
SCHOOLS IN NEBRASKA**

1913

BELLEVUE COLLEGE.....	Bellevue
CHADRON STATE NORMAL SCHOOL.....	Chadron
COTNER UNIVERSITY	Bethany
CREIGHTON UNIVERSITY.....	Omaha
DANA COLLEGE.....	Blair
DOANE COLLEGE.....	Crete
FREMONT NORMAL SCHOOL.....	Fremont
GRAND ISLAND COLLEGE.....	Grand Island
HASTINGS COLLEGE.....	Hastings
IMMACULATE CONCEPTION ACADEMY.....	Hastings
.....	Hastings
KEARNEY STATE NORMAL SCHOOL.....	Kearney
LUTHER COLLEGE.....	Wahoo
NEBRASKA WESLEYAN UNIVERSITY.....	University Place
.....	University Place
PERU STATE NORMAL SCHOOL.....	Peru
UNION COLLEGE.....	College View
UNIVERSITY OF NEBRASKA.....	Lincoln
UNIVERSITY OF OMAHA.....	Omaha
WAYNE STATE NORMAL SCHOOL.....	Wayne
YORK COLLEGE.....	York

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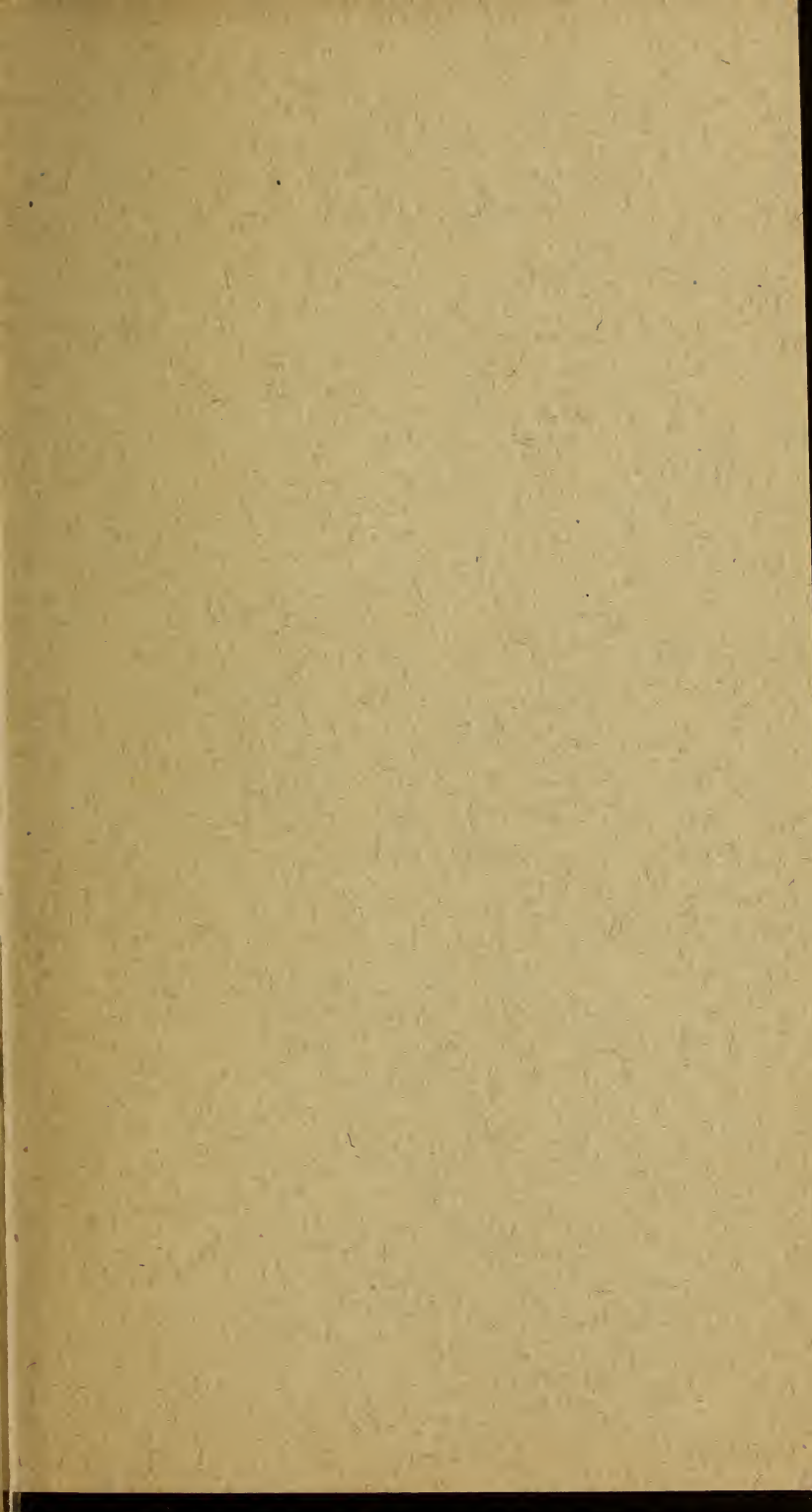
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